

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF WORK**

This is supervisory and specialized field and office police work.

Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

### **ILLUSTRATIVE EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Inspects equipment and appearance of police officers at roll call; assigns officers posts; reads special orders and gives special instructions; patrols city and observes police officers at work; gives instructions, advice, and assistance as required.

Supervises officers; assigns duties for special traffic conditions patrols streets supervising enforcement of traffic; supervises and checks investigation of accidents; maintains records and prepares reports.

Assigns police officers to investigations; reviews reports of accidents; personally supervises the investigation of major accidents and assists in preparation of court cases; interrogates witnesses and principals involved in accidents.

Assumes duties of Police Lieutenant when the superior is not on duty.

Serves arrest warrants; makes arrests and returns prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted.

Performs related work as required.

### **QUALIFICATION REQUIREMENTS**

All requirements must be met at the close of applications

1. Employment status: Must be a regular and permanent employee in the class of Police Corporal.
2. Physical requirements: After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
3. Residence requirement: Must be a registered voter of the state of Louisiana.
4. Attach copies of the following to the promotional application:
  - A) copy of voter registration card
  - B) copy of Louisiana driver's license

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| NT  | 02-15-62 |
| Rev | 08-08-75 |
|     | 06-03-80 |
|     | 11-30-94 |
|     | 11-02-00 |